



**U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION**  
**Office of Legal Counsel**

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September 03, 2019

Via: 79858-07144354@requests.muckrock.com  
Ms. Anna Lovine  
MuckRock News  
DEPT MR 79858  
411A Highland Ave  
Somerville, MA 02144-2516

Re: FOIA No.: 820-2019-000632

Dear Ms. Lovine:

This letter notifies you that additional information is needed from you to complete the processing your Freedom of Information Act (FOIA) request, received in this office on September 03, 2019. Your request states the following:

All Formal Complaints filed with the agency EEOC between the years 2016 and 2019 regarding the company "The Wing" and/or "Refresh Club, Inc."

The 20 working days provided in the FOIA to respond to your request stop from the date of this letter until the date this office receives your written response. 5 U.S.C. § 552(6)(A)(ii)(I-II) and 29 C.F.R. § 1610.9(g).

**We are requesting the information or records described below:**

To retrieve a copy of an EEOC charge file you must provide our office with a copy of the filed stamp court complaint for consideration. Visit our website at [www.eeoc.gov](http://www.eeoc.gov), FOIA and review Limitations and Charge Files. Also refer to our FOIA reference Guide and review Summary of Exemptions, Exemption 3.

To resume processing your request as quickly as possible, you will need to submit a written response to our request for information or clarification within ten (10) business days of your receipt of this letter. When EEOC receives your response processing of your request will resume.

Thank you for your attention to this request.

Sincerely,  
**Tracy L. Smalls**

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Tracy L. Smalls  
Government Information Specialist  
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